

CHART OF ACCOUNTS

REVENUE

REAL PROPERTY TAX: Tax rate of \$.15 per \$100 of assessed value for FY11.

PERSONAL AND ORDINARY BUSINESS TAX: Tax rate of \$.60 per \$100 of assessed value for FY11.

STATE HIGHWAY USER TAX: The State formula is based upon the number of motor vehicles registered in the Town and qualifying Town street mileage. However, this has been reduced by 90% for FY11 and FY12.

INCOME TAXES: Portion of County tax rate returned to the Town from the State Income Tax filings.

BUILDING PERMITS: Fee based on \$2.00 per \$1,000 construction costs, \$50 minimum.

TRADERS' LICENSES: Licenses issued to businesses located within the Town.

CABLE FRANCHISE TAX: Verizon and Comcast cable subscribers within the Town.

COUNTY REVENUE SHARING: County reimbursement for a portion of certain expenditures (road maintenance and parks).

SPEED CAMERA REVENUE: Estimated portion of speed camera revenue based upon MOU with Montgomery County and Chevy Chase View.

BANK SHARES: Grant for a discontinued tax from the State.

INTEREST: Interest received from temporarily idle Town funds in the State of Maryland Local Government Investment Pool, Montgomery County Investment Pool, M&T Bank and Wells Fargo.

TOWN HALL RENTALS: Income from Town Hall rental fees.

MUNICIPAL EVENTS: Labor Day sponsors and the Farmers' Market fees.

CODE INFRACTIONS/PARKING PERMITS: Parking tickets issued and Town parking permits.

MISCELLANEOUS: Admissions and Amusement taxes, insurance reimbursements, donations and the resale of recycling bin fees.

STATE GRANT: Town Hall Energy Block Grant

GENERAL GOVERNMENT EXPENSES

ADMINISTRATIVE SALARIES: Town Manager, Asst. to the Town Manager, Clerk-Treasurer, Code Enforcement Officer and Facility Manager along with overtime when necessary.

SOCIAL SECURITY/MEDICARE: Town's contribution based on administrative employee salaries, 6.2% for Social Security and 1.45% for Medicare.

UNEMPLOYMENT: Based on the number of administrative employees at the projected rate of 4% on the first \$8,500 of each salary.

HEALTH/LIFE/DISABILITY BENEFITS: State of Maryland Health, Prescription, Dental, Life Insurance and Short Term Disability coverage for Administrative staff. (Does not include the Town Manager except for life insurance.)

WORKER'S COMPENSATION INSURANCE: Cost associated with workers compensation insurance for administrative employees.

PENSION FUND: This account is to record the annual contribution to the Town's retirement plan on behalf of the Code Enforcement Officer, Clerk-Treasurer and Facility Manager.

TRAINING/SEMINARS: This account is to record the cost of staff participation in the Maryland Municipal League's fall and summer conferences, including one professional conference.

MAYOR AND COUNCIL COMPENSATION: Each Councilmember \$2,500 per year and the Mayor \$12,000 per year.

MAYOR/COUNCIL LEGISLATIVE, EDUCATION, TRAVEL: MML summer and fall conferences, mileage, legislative events and training.

BUILDING INSPECTOR: This account is to record the cost for the Town Building Inspector which is \$4,000 per year.

ATTORNEY: Town Attorney fees.

AUDIT: Fees for the State required annual audit of the Town's financial records.

OTHER PROFESSIONAL SERVICES: County tax billing fee, ADP payroll processing fees, W-2 preparation, 1099 preparation, pension actuarial review, engineering services and computer maintenance.

WEB SITE MAINTENANCE: Web site hosting and maintenance.

TOWN HALL REPAIRS AND MAINTENANCE: Elevator maintenance and monitoring, fire extinguisher servicing, smoke alarm monitoring, janitorial service, HVAC service contract and repair, plumber, electrician, gutter cleaning, supplies and other repairs.

TOWN HALL UTILITIES: Costs associated with gas, electric, water & sewer, and telephones.

TOWN HALL EQUIPMENT: Purchase of chairs, tables and other necessary items for the building.

COMMERCIAL REVITALIZATION: Costs for public relations.

OFFICE EXPENSE: Copier rental, coffee, bottled water, postage meter, postage, newsletter delivery, courier services, paper, bank service charge, legal advertising, meeting refreshments, and office supplies.

OFFICE EQUIPMENT/FURNITURE: Cost for file cabinets, computers and printers.

INSURANCE: This account is to record costs for the various insurance policies paid to the Local Government Insurance Trust (LGIT) for: general liability, excess liability, property and auto insurance.

DUES AND FEES: MML dues, Chapter dues, MD Mayors, ICMA, CEZOA and other organizations.

MISCELLANEOUS: Donations, floral arrangements, gifts and other related costs.

MUNICIPAL EVENTS: Costs for Labor Day, Town Picnic, Bike Parade, Earth Day Tree Lighting and other events.

PUBLIC WORKS EXPENSES

SALARIES: Pay for 3 crew members and any overtime, plus part-time or temporary personnel services.

SOCIAL SECURITY/MEDICARE: Town's contribution based on public works employee salaries, 6.2% for Social Security and 1.45% for Medicare.

UNEMPLOYMENT: Based on the number of public works employees at the projected rate of 4% on the first \$8,500 of each salary.

HEALTH/LIFE/DISABILITY BENEFITS: State of Maryland Health, Prescription, Dental, Life Insurance and Short Term Disability coverage for all Public Works employees. The employees only pay for family dental.

WORKER'S COMPENSATION INSURANCE: Cost associated with workers compensation insurance for Public Works employees.

PENSION FUND: An annual contribution for Public Works employees in the Town's retirement plan.

DRUG TESTING: New employee and random employee drug testing.

TRAINING/SEMINARS: This account is to record costs for required driving classes and other Public Works employee training.

UNIFORMS: Uniforms for crew and boot allowance.

VEHICLE AND SMALL EQUIPMENT PURCHASE: This account is to record costs for small equipment replacements such as lawn mowers, trimmers and edgers.

VEHICLE EXPENSES/FUEL: Fuel for vehicles and equipment purchased from Montgomery County.

SMALL EQUIPMENT MAINTENANCE/REPAIRS: Maintenance and repair of lawn mowers and other small equipment.

VEHICLE MAINTENANCE/REPAIRS: This covers the cost of maintenance and repair of Town vehicles and equipment including trash and dump trucks.

SHOP SUPPLIES/TOOLS: Small tools and shop supplies.

REFUSE COLLECTION DISPOSAL FEE: This covers the cost of Montgomery County's disposal fees for the Town's refuse and brush collections.

RECYCLING COLLECTION: This account is for recording the Town's costs for the collection of recycling materials.

LEAF REMOVAL: This account is for recording the costs of outsourcing a portion of annual leaf removal and disposal fees for the leaves at Montgomery County facilities.

STREET LIGHT UTILITIES: Town streetlight energy bills.

STREET SWEEPING: This account is for recording costs for providing street sweeping services throughout the fiscal year.

STREET MAINTENANCE: Cold patch, street sign replacement and installation, ice melt, trash cans and other materials.

SNOW REMOVAL: Salt and other contracted snow removal services.

SIDEWALK REPAIR AND REPLACEMENT: This account is for recording of costs for the installation of new sidewalks and the renovation of existing sidewalks throughout the Town.

STORM DRAIN MAINTENANCE: This account is to record costs for periodic catch basin cleaning and repairs.

TREE MAINTENANCE AND OTHER LANDSCAPING: Tree removal and replacement tree planting, planter maintenance and weeding along public right of ways.

GARAGE MAINTENANCE/UTILITIES: Gas, electric, water and sewer and repairs for 3835 Dupont Avenue.

MISCELLANEOUS: Purchase of blue bins and other small public works expenses not recorded elsewhere.

PUBLIC SAFETY

TRAFFIC ENFORCEMENT: Off duty police for selective law enforcement throughout the Town.

PARK EXPENSES

PARK EQUIPMENT AND MAINTENANCE: Playground equipment, additions or replacements, water fountain maintenance and other costs associated with Town projects.

PARK LANDSCAPING: Landscaping in parks, weeding, mulch, weed spraying and tree removal as necessary.

CAPITAL IMPROVEMENT PROJECTS

VEHICLE, EQUIPMENT & CAPITAL REPLACEMENT: This account establishes a program to fund the anticipated replacement of vehicles, equipment and other capital outlay items as they are needed.

BRICK IMPRINT CROSSWALKS: The cost of installation of imprint of crosswalks as necessary throughout Town.

CEMENT PLANT PARKING LOT: This account reports the expenses for the construction of the parking lot between the railroad tracks and Metropolitan Avenue. Montgomery County will have a perpetual lease on the property. The Town has executed an agreement with the County to construct the lot with partial funds (\$446,000) provided by the County.

CONNECTICUT AVENUE SIDEWALK INSTALLATION: The Town's contribution of a portion of the costs in sidewalk installation on the west side from Washington Street south to the Town limits. This would be a joint project with Chevy Chase View, Montgomery County and the State Highway Administration.

STREET RECONSTRUCTION AND RENOVATIONS: Implements the program of work outlined in the 2006 Vanasse Hangen Brustlin, Inc., street study within the limits of funding.

STREET LIGHT UPGRADES: Funds to purchase streetlights throughout the Town.

INTERSECTION IMPROVEMENT FROM SPEED CAMERA REVENUE: Montgomery Avenue and Kensington Parkway and other pedestrian safety improvements.

PARK PLAY AREA IMPROVEMENTS: The account for recording costs related to improvements to Town Parks.